

Quick Start Guide for data entering using DigiWeb+

Transcription process:

Login at <http://digiweb.digitarium.fi/>

Choose collection from “Collections”

Reserve a group of specimens from the left-hand bar. Reserved specimens are shown with locks, available specimens with empty check boxes. You can use filters and sorting, and reserve individual or groups of specimens

Click “Start transcribing” from right-hand bar

Zoom the label from the image

Write down the information from the labels to the terms of Taxon, Specimen and Location. If you cannot translate all the label text (e.g. due to bad handwriting) you can mark the specimen as “Difficult specimen”. Repeating value from previous specimen can be retrieved by clicking arrow next to the term.

After filling the requested terms, click **“Save”**

Release all specimens from the right-hand bar. You can also release specimens one by one (choose the specimen by clicking the box on the right of the ID, and click Release)

Terms:

TAXON

The **scientific name** consists generally of two names, the **genus** and the **specific epithet**. For example

Persicaria lapathifolia

Choose the right name from the drop-down list. By entering, genus and specific epithet terms will be filled automatically.

Sometimes you will find three names on the label; the genus name, the epithet name and **infraspecific name**. This last name is often separated by the epithet level by ssp./subsp. (subspecies), var. (variety), or on older labels it may be a greek letter such as alfa, beta, delta and asterisk.

Betula platyphylla subsp. *kamtschatica*

Some of the material is re-determined or confirmed and are marked as “det.” or “conf”. This information can be written as **Taxon remarks**.

SPECIMEN

Year: Write the year of collection with four digits, example 1973. Collection time with intervals: 1973/1974

Month: Write month with two digits, example 07

Day: Write day with two digits, example 05

Collected by. Enter the collectors surname, then comma, space, and then the given name (full or initials with spaces). End all initials with a dot. If there are two or more collectors you must separate them with semicolon (;) and space. For example

Fraser-Jenkins, C. R.
de Betono, B. Fz.; Alejandro, Javier A.

Next to collector's name they may be a running number of collection, i.e. **collector's record number**. The numbering usually consists of digits (5143), but may also consist of letters (collector's initials) and numbers (AB 5143) or numbers consist of a year and continuously digits (13/103). Notice the **catalogue numbers** given by museum (written, labeled) are not collector's records. Neither are the numbers of exiccats.

Occurrence remarks are comments of the specimen. In some of the specimens. For example "found dead", "cultivated", and in insect specimens "e.l." = ex larva, "e.o." = ex ovo, "e.p." = ex pupa

Sometimes labels contain detailed information of **Establishment means**, for example words in labels such as "native", "introduced", "naturalised", "invasive", "managed"; **Sampling protocol**: mentioned in some of the animal specimen labels. For example "UV light trap"; and **Sex**: Examples: "female", "8 males, 4 females"

LOCATION

Continent. Geographical such as "Africa", "Antarctica", "Asia", "Europe", "North America", "Oceania", "South America". In some collections, based more on the biogeography

Country. Present, if possible to determine. Official but short names, e.g. United Kingdom

State/Province. For example "Utah"

County or other subregion. For example "Missoula"

Municipality. For example "Tampere", Norrtälje"

Locality: For example "Pyynikki", "Mount Kenya", "Lake Tegel"

Verbatim locality Enter rest of the geographical information from the label, as it is written in the label. Note that the geographic and ecological information from the label are often interrelated. It is not necessary to enter the information about ecology/habitat.

Verbatim coordinates. The original spatial coordinates of the Location. Examples: "41 05 54S 121 05 34W", "17T 630000 4833400"

Verbatim coordinate system. Examples: "decimal degrees", "degrees decimal minutes", "degrees minutes seconds", "UTM".